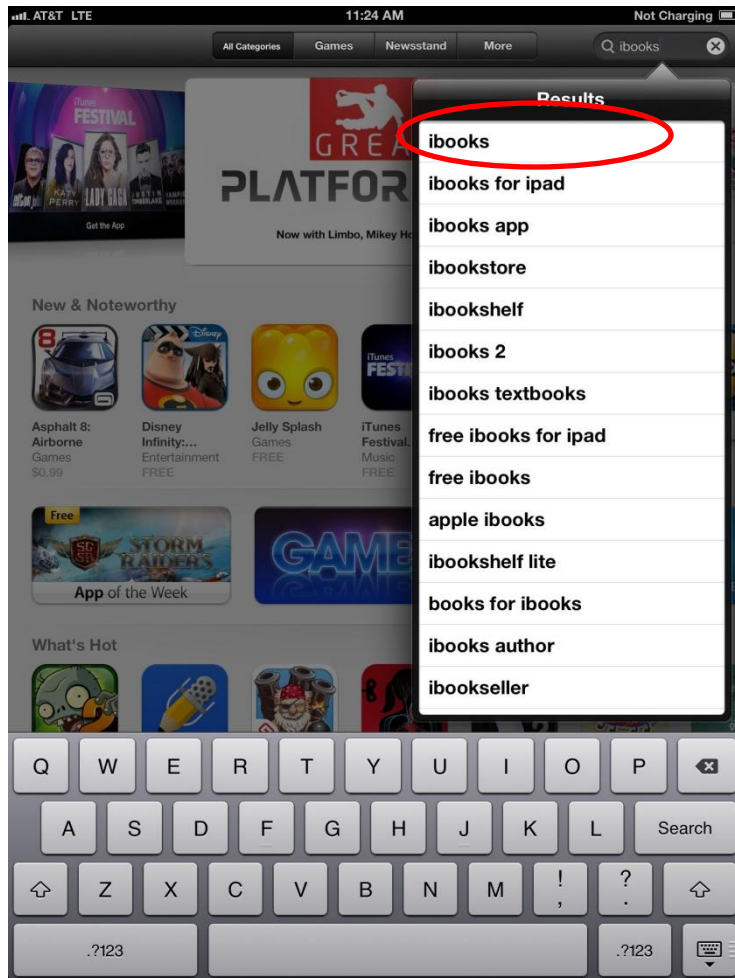


# iPad Training

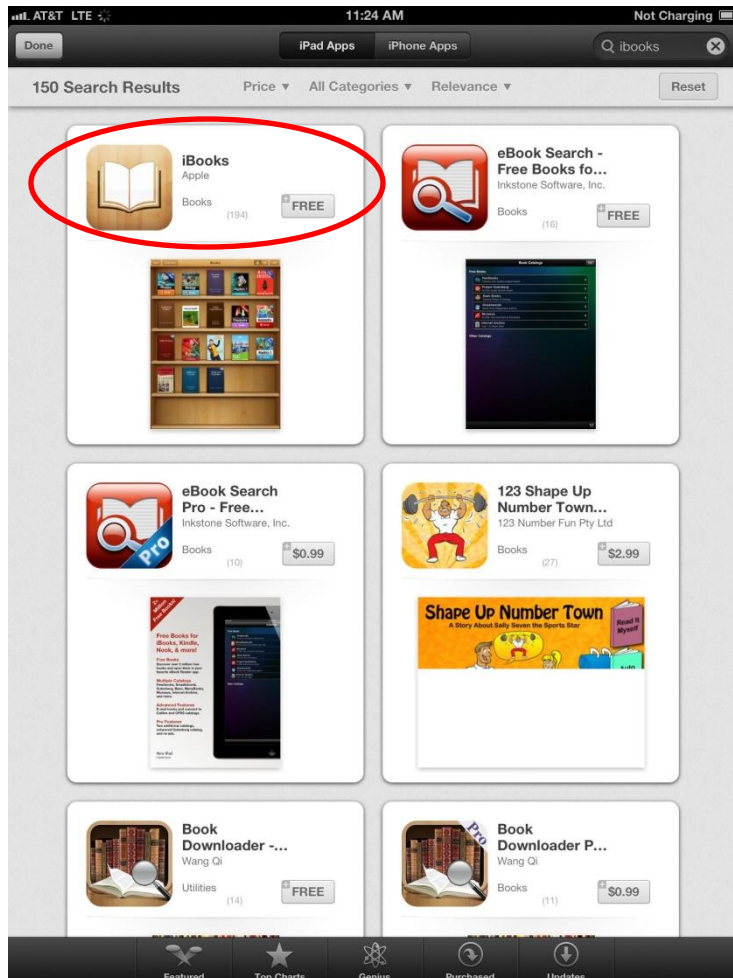
Tap ibooks under Results.



# iPad Training

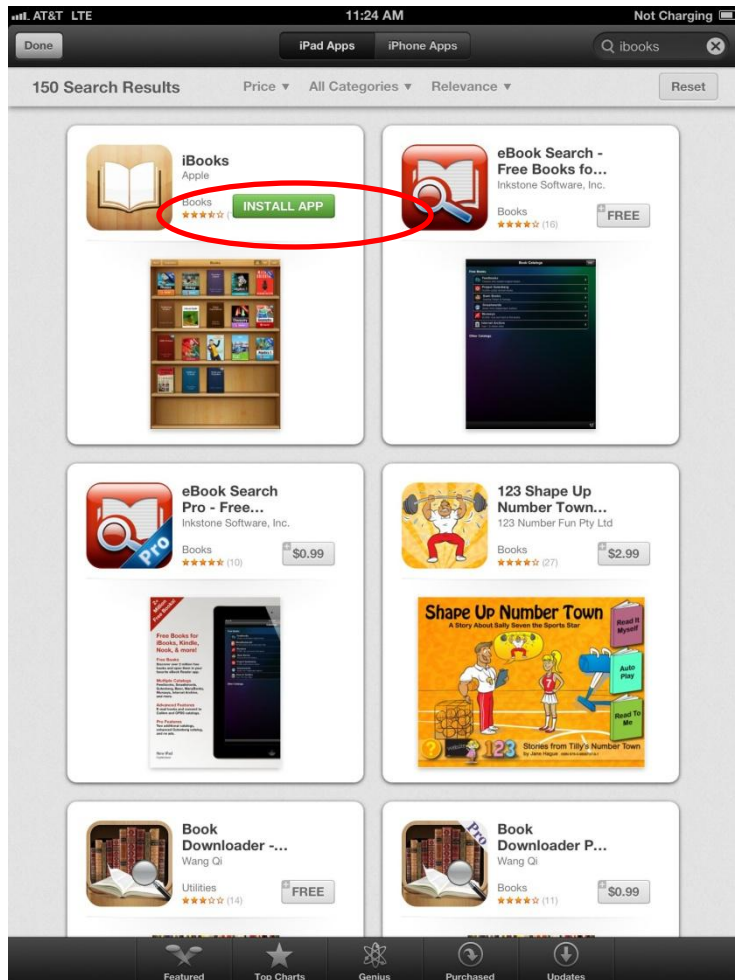
Make sure the search results show iBooks by Apple.

Tap the Free icon shown.



# iPad Training

Tap the INSTALL APP icon by the iBooks.

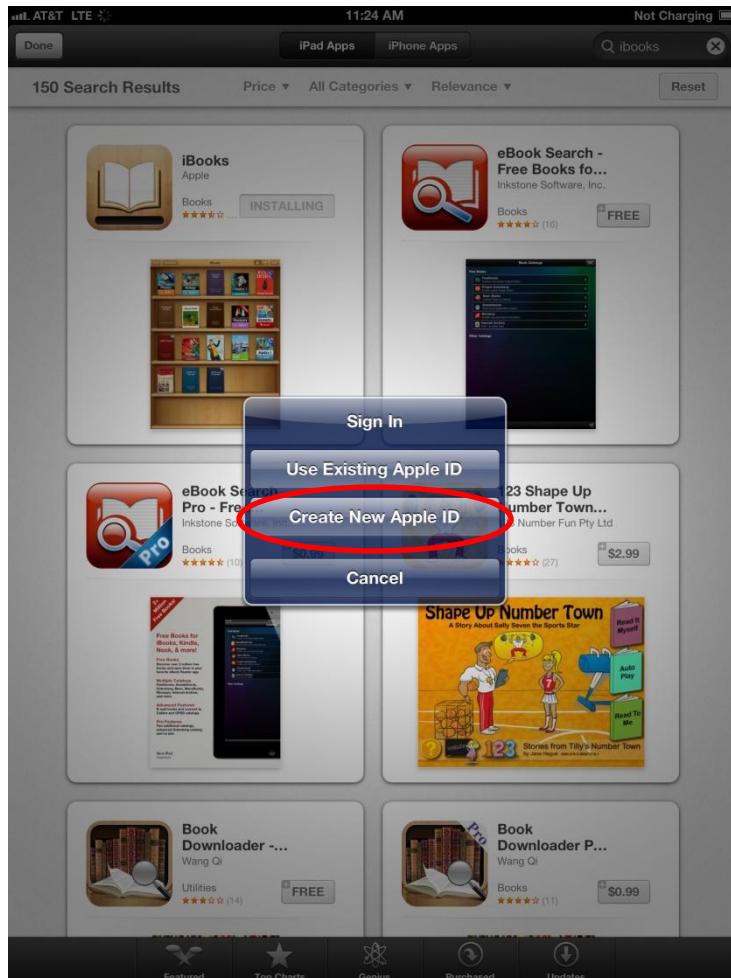


# iPad Training

Tap Create New Apple ID.

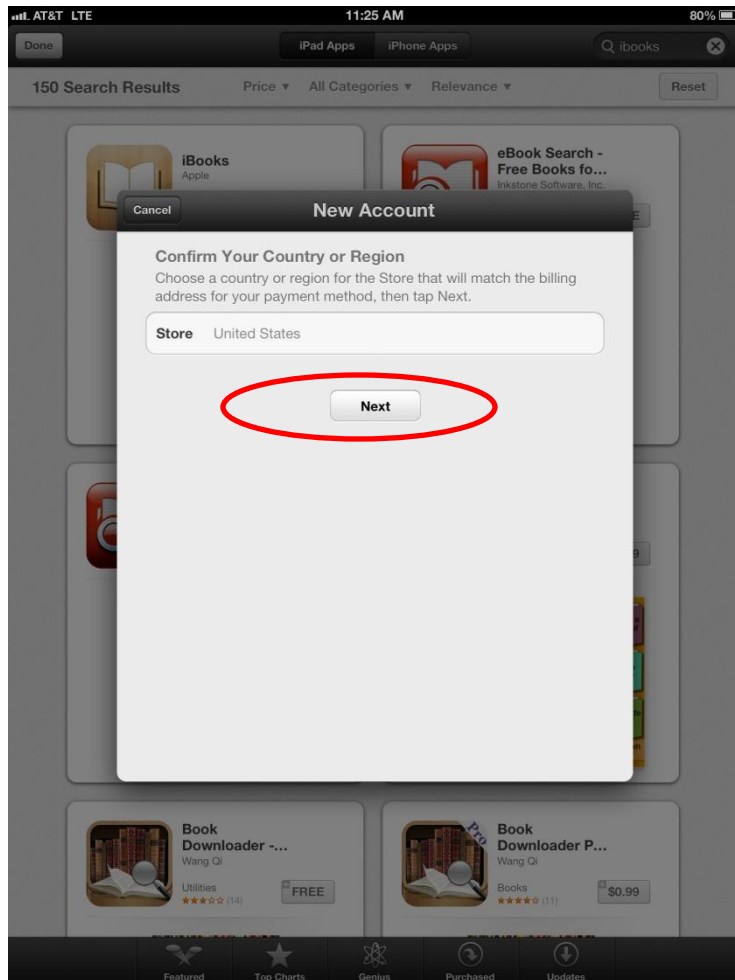
Personal AppleIDs are not allowed, all IDs should be tied to an @indot.in.gov email address.

If a user has a state issued iPhone and already has an AppleID tied to their work email, this can be used.



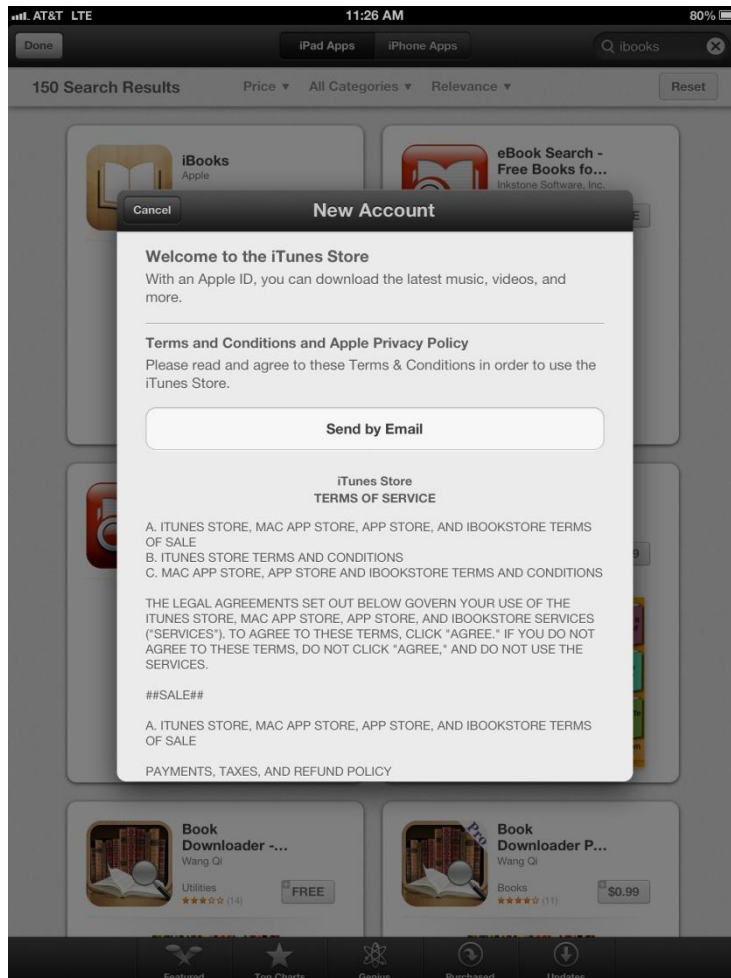
# iPad Training

Tap on Next.



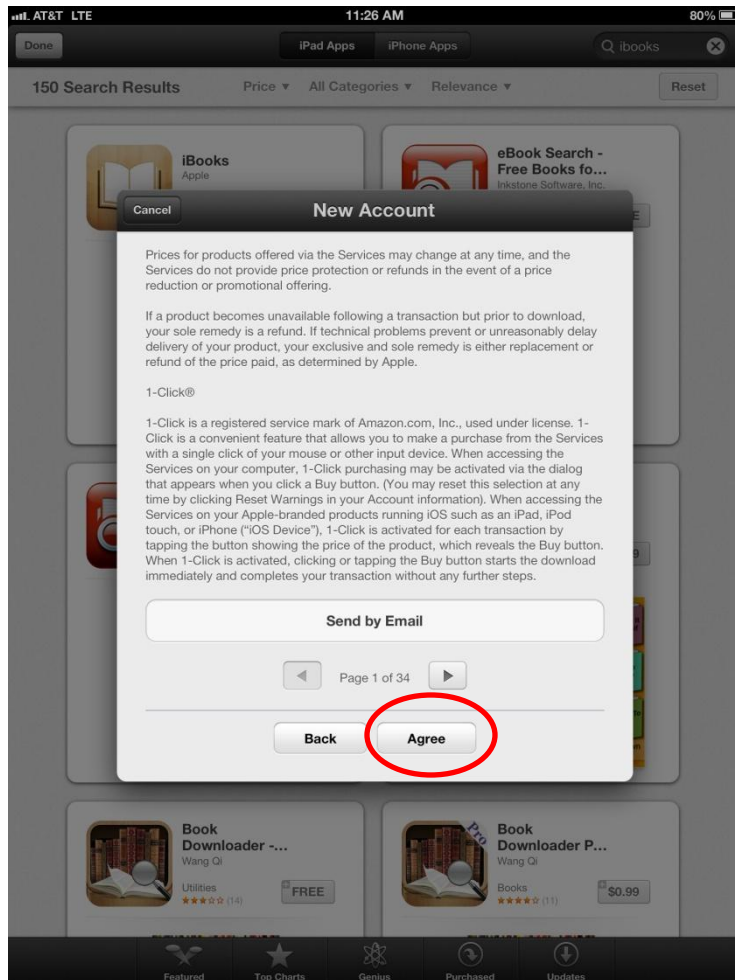
# iPad Training

Scroll to the bottom of New Account window.



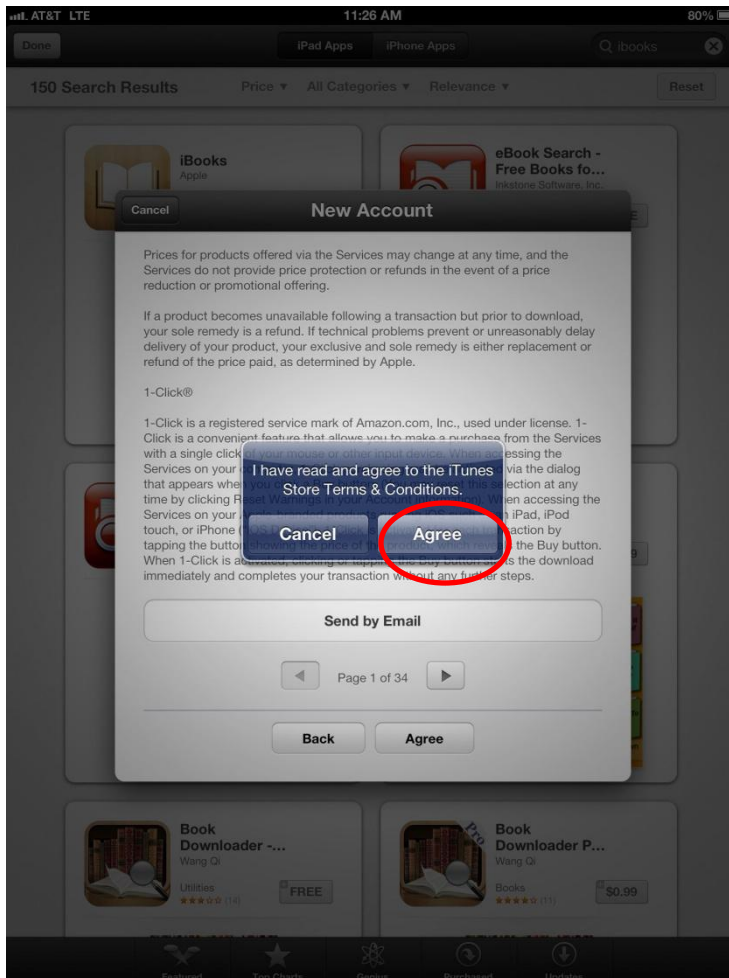
# iPad Training

Tap on Agree.



# iPad Training

Tap on Agree.

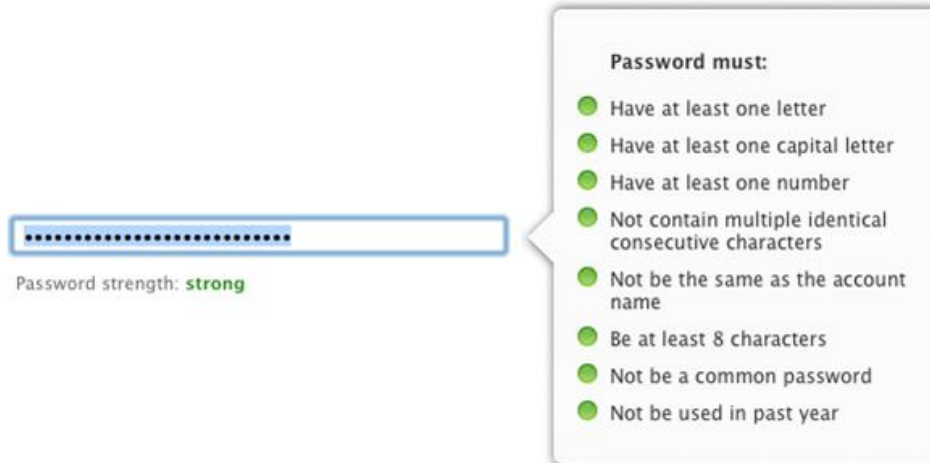




# iPad Training

## Note about Apple Password

Apple policy requires you use strong passwords with your Apple ID. Your password must have a minimum of 8 characters, not contain more than 3 consecutive identical characters, and include a number, an uppercase letter, and a lowercase letter.



You can also add extra characters and punctuation marks to make your password even stronger.

Using a strong password is the most important thing you can do to help keep your account secure. If you aren't sure if you have a strong password, visit [My Apple ID](https://appleid.apple.com) (appleid.apple.com) to reset your password as soon as possible.

# iPad Training



Tap on [email@example.com](mailto:email@example.com).

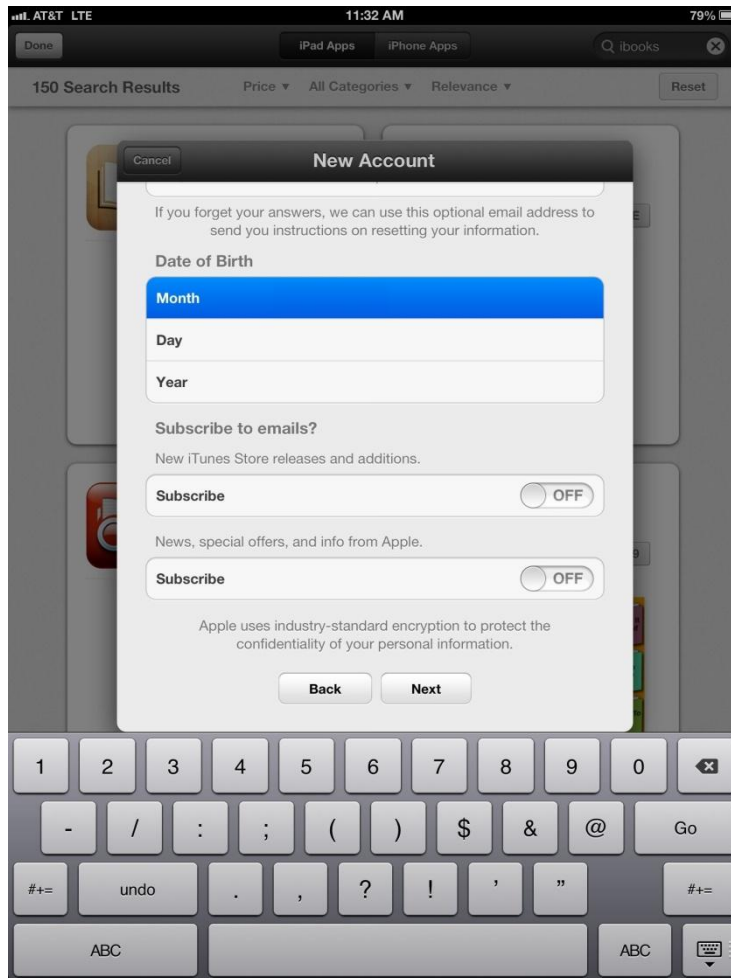
Type in your work email address (i.e. [mmcneil@indot.in.gov](mailto:mmcneil@indot.in.gov)).

Tap on password and put in a password for you apple id.

Tap on Verify and retype your password.

Tap on Questions and give answers.

# iPad Training



Tap on Month. Select the month you were born.

Tap on Day. Select the day you were born.

Tap on Year. Select the year you were born.

Tap on ON by Subscribe to turn off emails.

Tap on Next.

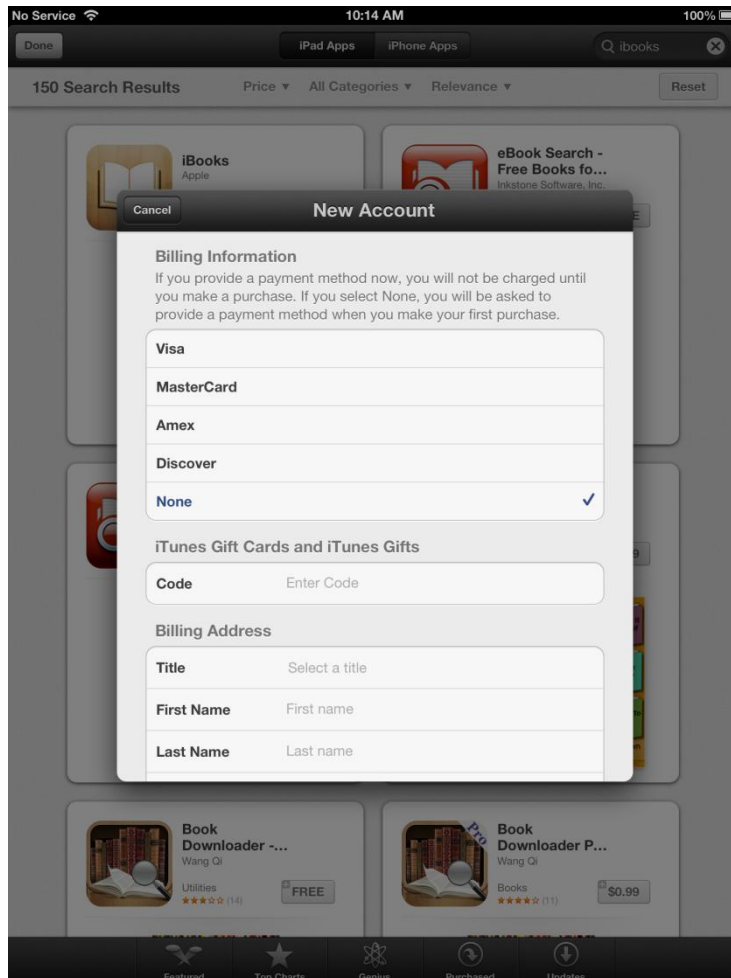
# iPad Training

For Billing information fill out the following fields:

**Make sure to select None in the payment method section.**

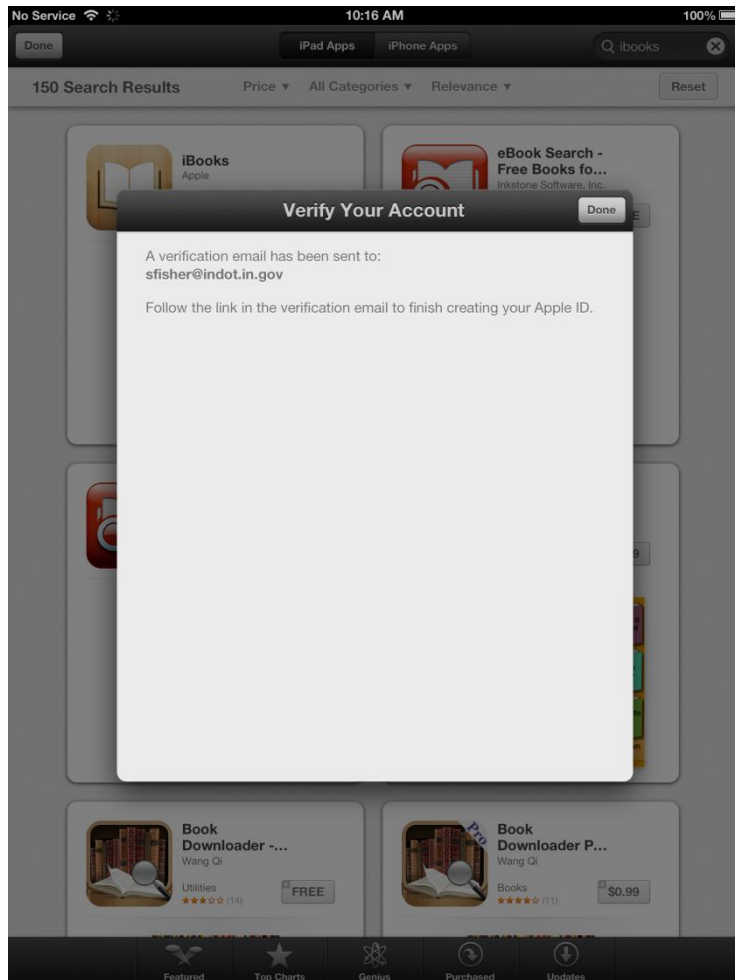
- Title
- First Name
- Last Name
- Address
- City
- State
- Phone

Tap on Next.



# iPad Training

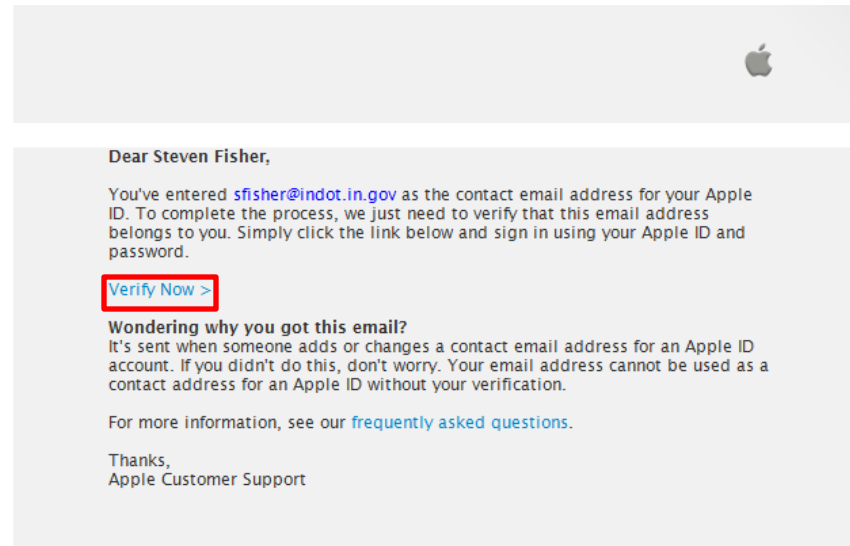
Tap Done.



# iPad Training

To proceed, you must verify the Apple ID created in the previous steps. This will need done from a PC that can connect to the state webmail system.

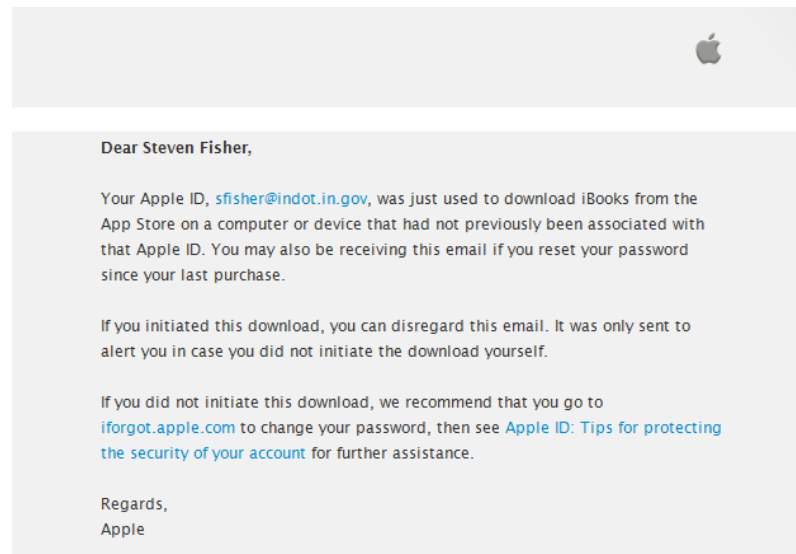
You will receive an e-mail with a link that must be followed to confirm the account. Follow the Verify Now > link and complete the steps required.



# iPad Training

With your account verified, you can now go back and download the iBooks application from the iPad.

The first time you download any item, you'll receive a follow up email to verify that you initiated the download. This is informational and can be discarded/ignored.



# iPad Training

While on the computer verifying the AppleID, this is also a good time to accept the Mobile Devices Safety policy and application support agreement.

Navigate to <http://intranet.indot.state.in.us/iPad/> and enter the information shown. Not agreeing to the terms can result in the disabling of these devices for non-compliance.

**MOBILE SAFETY AGREEMENT**

Enter First Name

Enter Last Name

Enter Email Address

Enter Asset Tag Number

[Mobile Device Policy](#)

Check the box that you have read and understand the policy.

☐

INDOT MIS and IOT are not responsible for any delivered applications outside those developed internally by the INDOT HMA group and the MobileIron device management suite. Any other applications provided are only provided as a convenience/resource and are not supported or administered by INDOT or IOT. Any support and usage questions will have to go through the application developers via the iOS app store.

Check the box that you have read and understand the responsibility.

☐

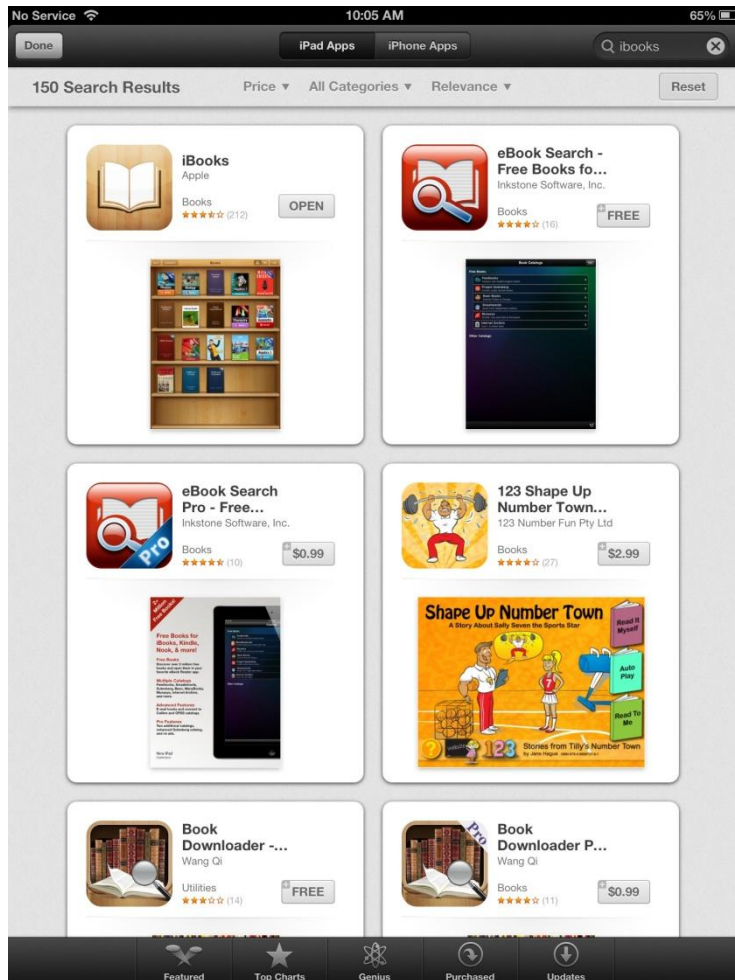
Submit

Reset



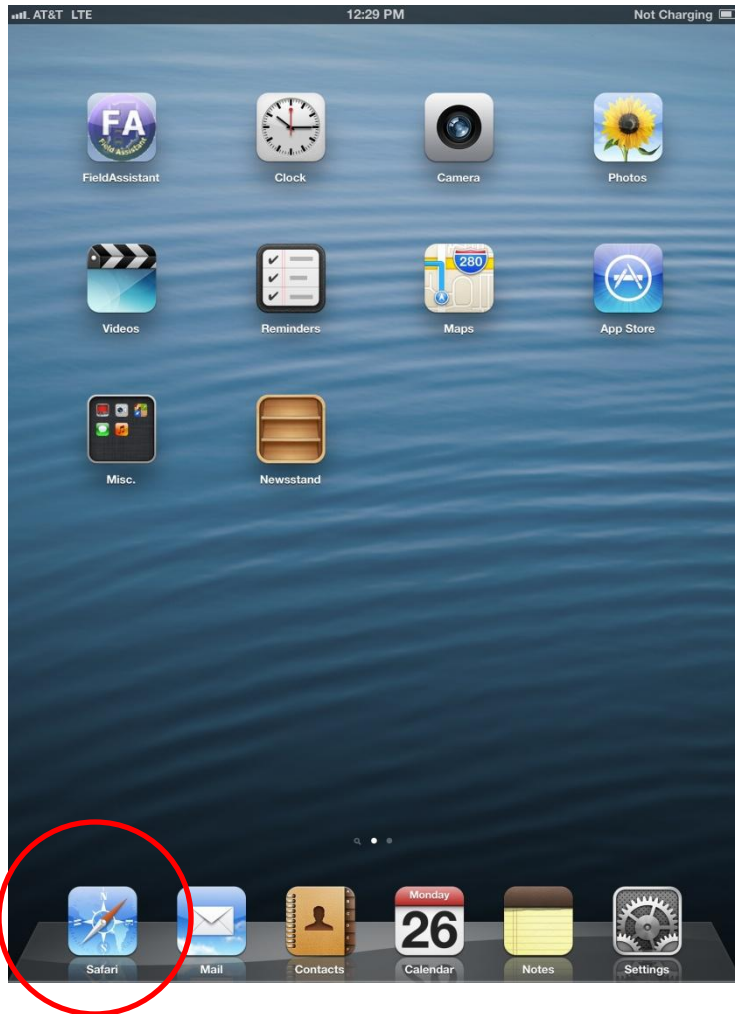
# iPad Training

Tap on home button (reminder this button is not on the screen) to return to home screen.

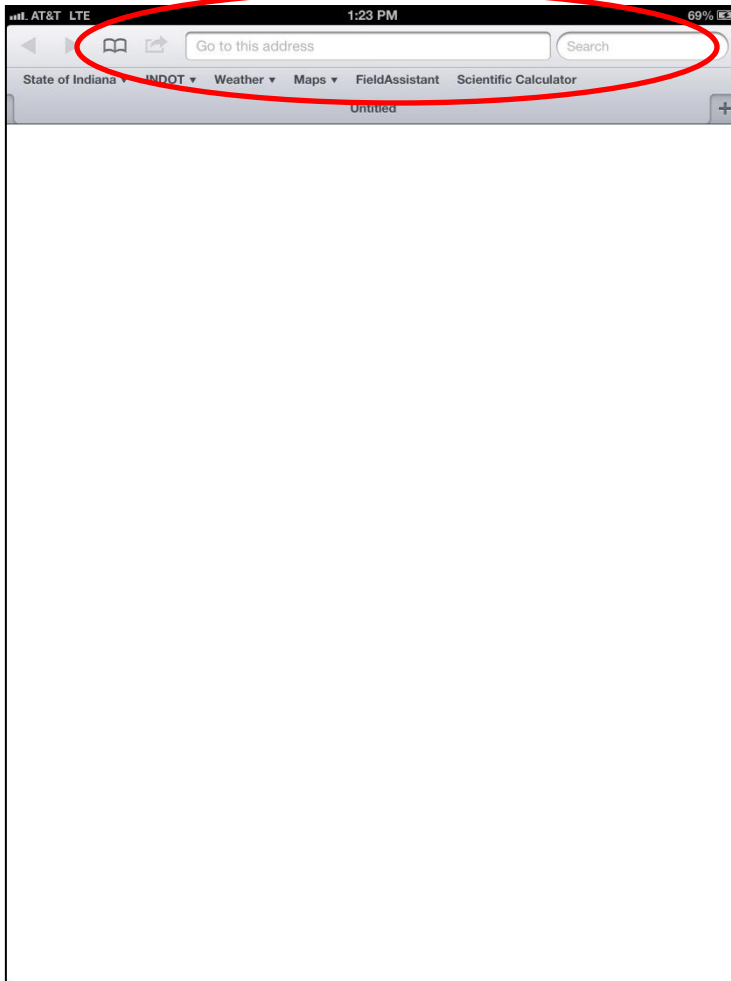


# iPad Training

Tap on Safari (Apple's browser).



# iPad Training



Tap on Go To Address at the top or click on little x.

Type in: <https://mdm.in.gov/ireg>

Note that the **https://** is very important in this step, as omitting it will not take you to the correct location.

# iPad Training

mdm.in.gov/mifs/c/i/reg/reg.html

State of Indiana INDOT Weather Maps FieldAssistant Scientific Calculator

State of Indiana

**iOS Registration for MobileIron**

To configure and secure your iOS device, please enter your username and password, and then tap Register.

Username:

Password:

Register

Previous Next

Q W E R T Y U I O P

A S D F G H J K L Go

⌵ Z X C V B N M , . ?

.?123 .?123

Tap in the user id box.  
Type in your INDOT email address.

Tap in the password  
Type in your **network password**  
(the password used to logon to INDOT PCs).

Tap Register.

# iPad Training

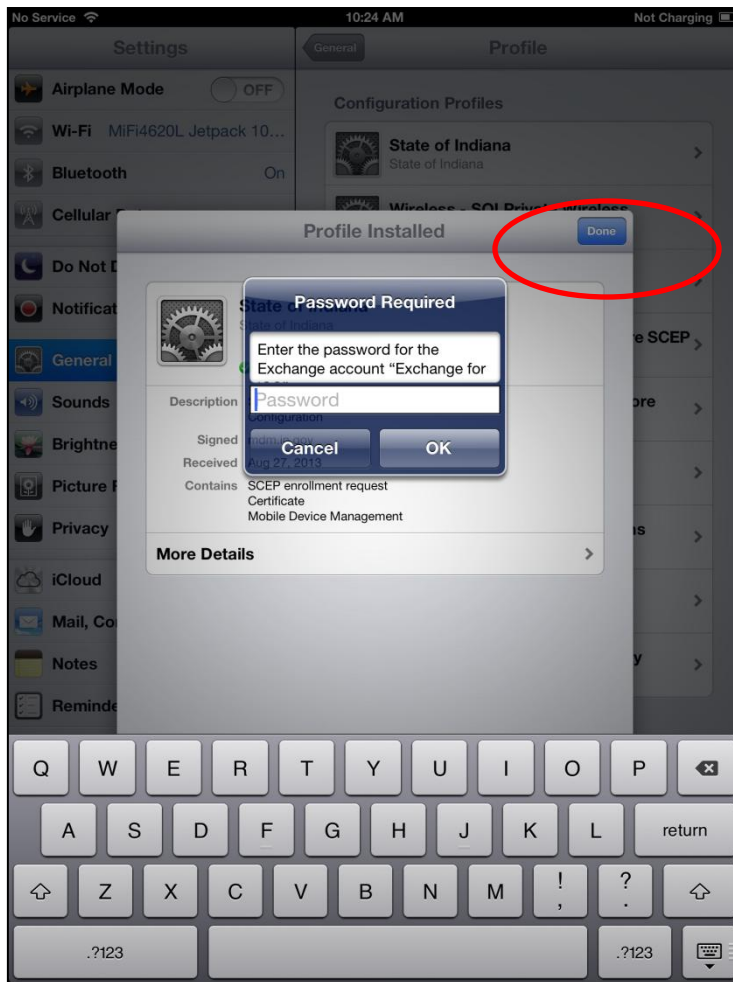
During the iReg process, the following items on the passcode entry and Exchange setup can occur at any time. Please be aware that this may require your input prior to additional applications and setup being completed.

# iPad Training

The Exchange account password can appear at any time during the setup process after performing the iReg setup.

Type in your **network password** and tap Ok. Your email and calendar appointments will then be synchronized in the background.

This network password is the password that you use to logon to INDOT PCs.



# iPad Training



## NOTE IN ADVANCE:

The Passcode Requirement message box will appear many times during the installation of all the applications that are being pushed to your iPad.

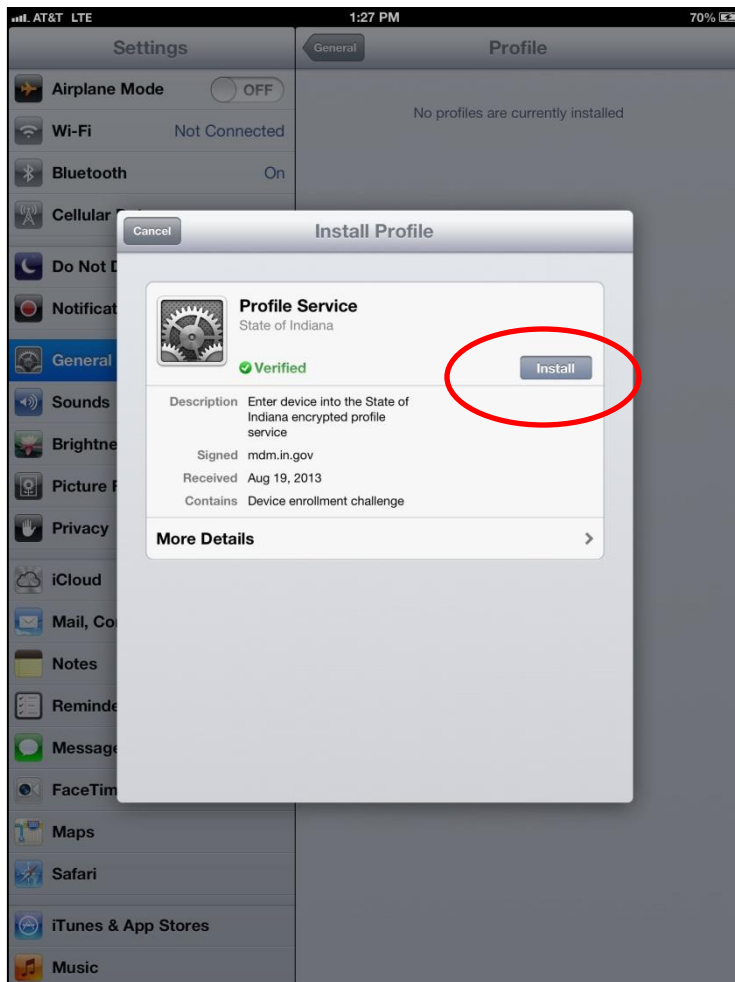
Please ignore this message until after installing “Note Anytime”. There is a procedure for this.

The install message box will appear.

These applications could take up to a half hour to install.

# iPad Training

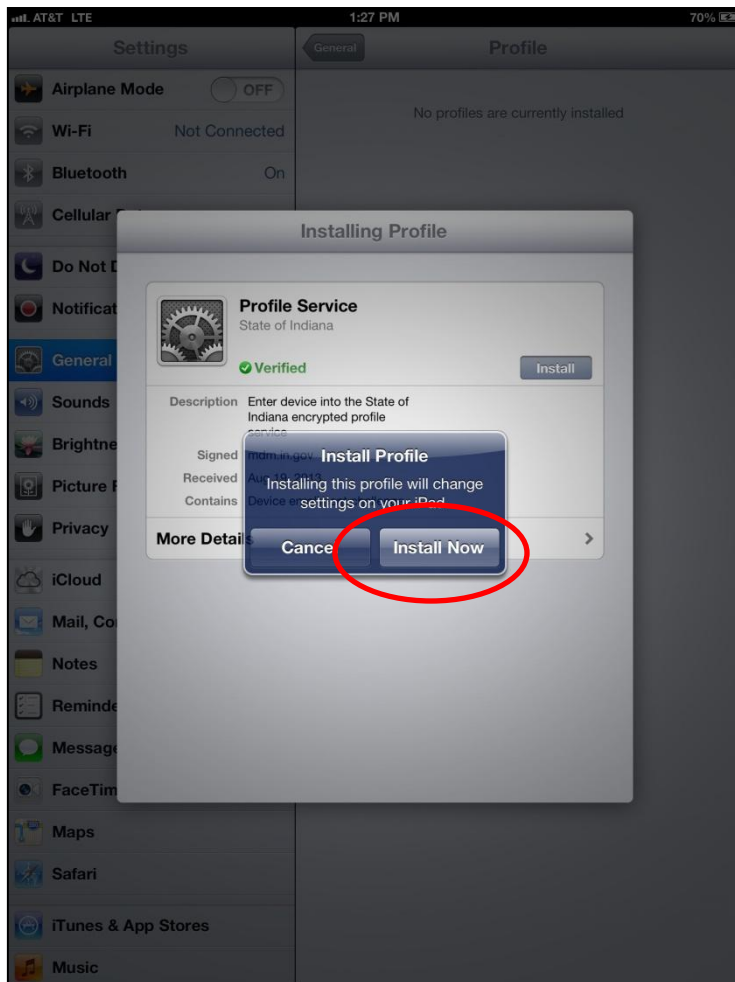
Tap Install.





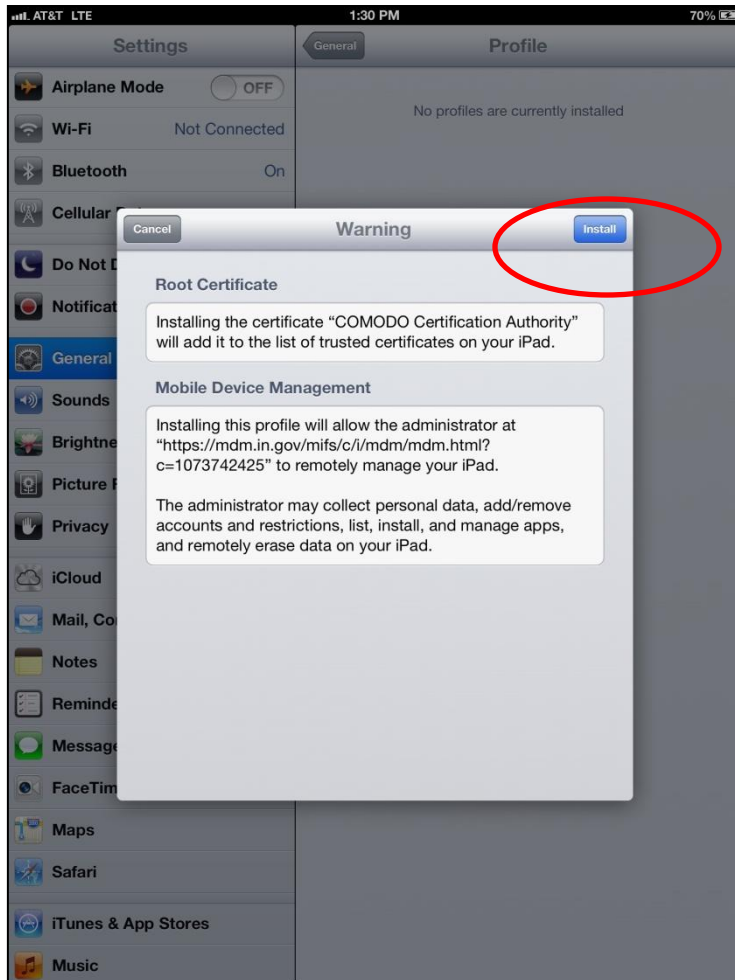
# iPad Training

Tap Install Now.



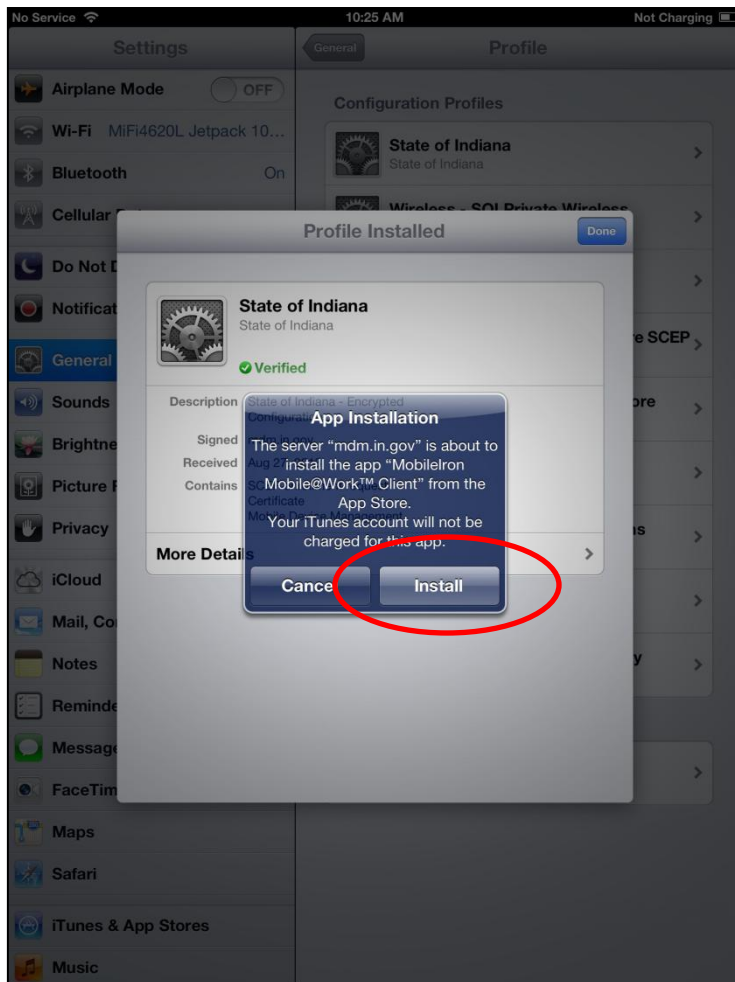
# iPad Training

Tap Install.



# iPad Training

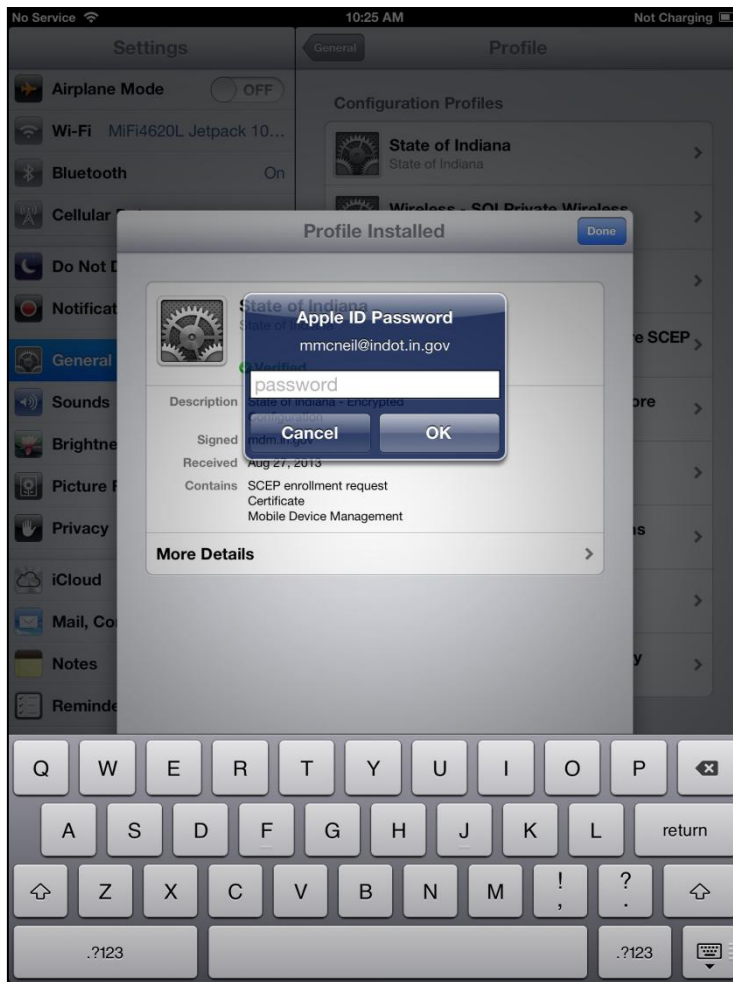
Tap Install.



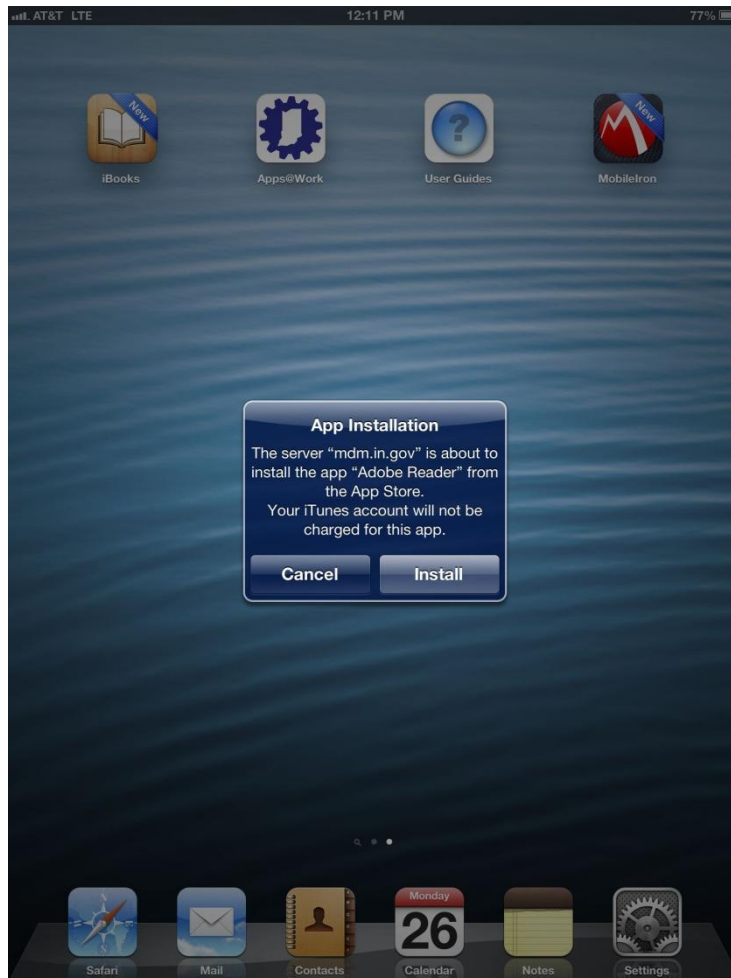
# iPad Training

Type in your **Apple ID** Password and tap Ok.

This is not the password that you use to log on to INDOT PCs but the password used when creating an Apple ID earlier in this training.



# iPad Training



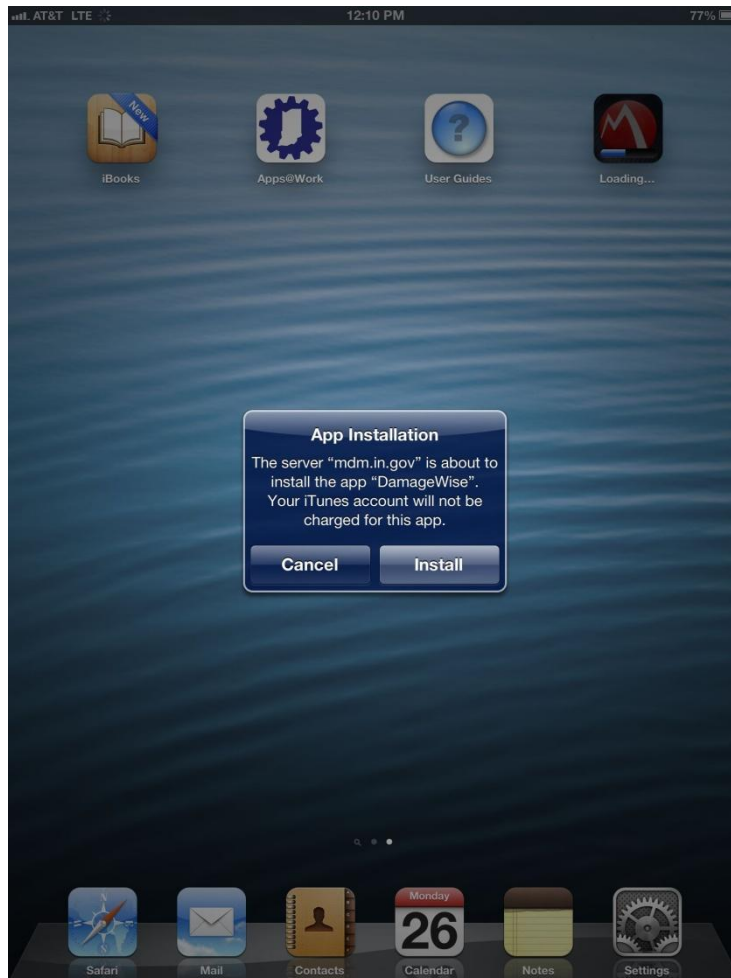
PLEASE read the screen/pop messages.

WAIT for "MobileIron" app to be installed.

Tap on Install for "Adobe Reader".

Adobe Reader allows for the review and basic markup of PDF files.

# iPad Training



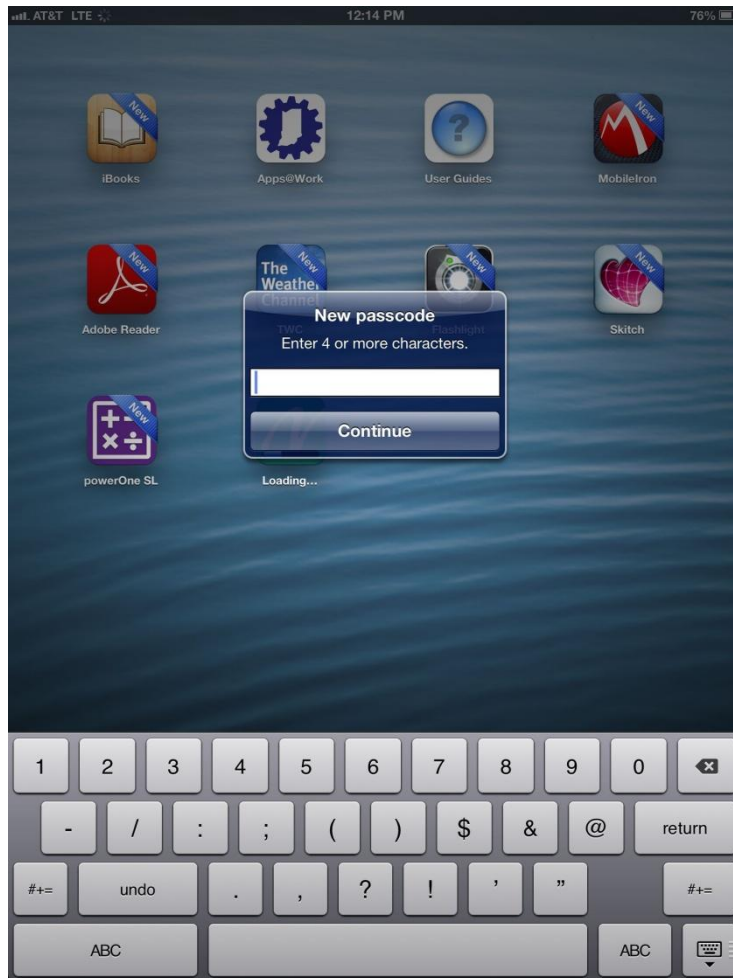
PLEASE read the screen/pop messages.

WAIT for "DamageWise" app to be installed.

Tap on Install for "DamageWise".

DamageWise is the INDOT custom app.

# iPad Training

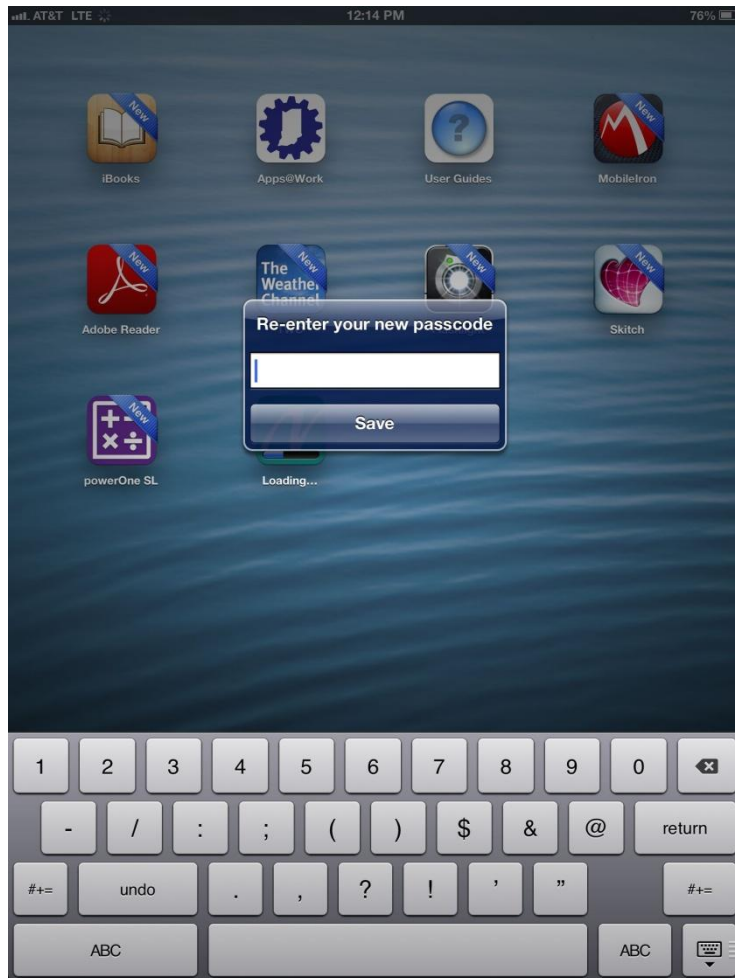


Type in a passcode and tap continue. It's suggested to keep this limited to a 4-digit passcode, similar to a PIN number for ease in remembering.

You will be entering this code every time you wake your device from standby.

# iPad Training

Retype in passcode and tap save.





# iPad Training

## Preloaded Apps

MobileIron is the only application that has to be installed prior to leaving with your iPad.

Due to the speed of your connections, not all your applications may be downloaded prior to completing the course. If they're not completely installed, you can allow your device to run and they will download in the background.

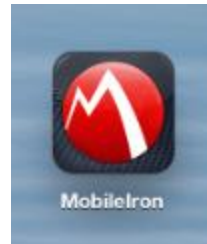
# iPad Training

## Enrolling MobileIron

# iPad Training

With the apps installed, you now need to enroll MobileIron. This must be done prior to leaving with the device.

Tap the MobileIron icon on the home screen (note that it may be on a home screen to the right or left).

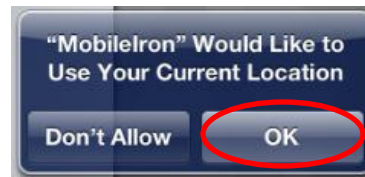


On the Mobile@Work screen, enter your username (INDOT Email Address), server (mdm.in.gov) and **network password** (your password for INDOT PCs).

The image shows the Mobile@Work enrollment screen on an iPad. The screen has a black header bar with 'iPad' on the left, '10:51 AM' in the center, and '39%' on the right. Below the header is a black bar with 'Mobile@Work' in white text and a 'Register' button on the right. The main area is light gray and contains two input fields. The first field is labeled 'User Name' and contains the text 'rburdick@indot.in.gov'. The second field is labeled 'Server' and contains the text 'mdm.in.gov'. There is a small 'x' icon to the right of the 'Server' field.

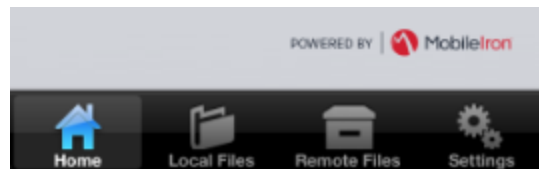
# iPad Training

Allow location services when prompted.



Install any additional profiles that may attempt to load during the MobileIron enrollment.

Once installed, on the Home Tab of the Mobile@Work screen you'll see the following green checkmarks indicating a successful enrollment and connection.



# iPad Training

## Updating Applications

# iPad Training

On occasion applications will need updated from the App Store. Particularly important is making sure that MobileIron is up to date at all times.

When you have updates available, you'll see the following badge on your App Store icon on the home screen. The number will indicate the number of applications you have with available updates.



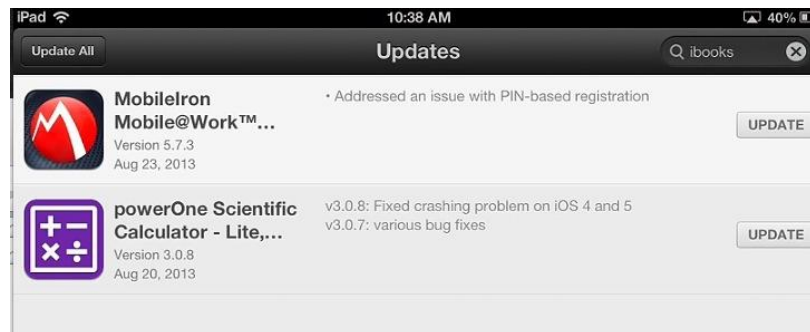
Tap the App Store Icon.

# iPad Training

When in the App Store, your bottom bar will appear similar to shown. The number on the updates will indicate the number of applications that need updated.



Then you'll need to either tap the Update All, or select the individual updates. Each update will download and install.



# iPad Training

With the updates installed, verify that MobileIron is still in compliance and enrolled.

Please refer to the previous section on MobileIron Enrollment for the specifics of this process.



# iPad Training

With MobileIron enrolled, users will need to finally review the new Mobile Device Safety policy and accept it's agreement.

Users must also provide the commission number of their device.

Finally, they must also accept the disclaimer that any applications provided are for convenience only and are not supported by INDOT or IOT staff except for MobileIron and the FieldAssistant.

# iPad Maintenance/Support

These iPads all have AppleCare which allows us to get them repaired for at least the next 9 months. If one is damaged, it needs sent to the CO to be submitted for repair.

If an iPad needs to be transferred to someone else:

- We need the name of the person receiving the device.
- The contract it's assigned to.
- The device needs sent to the CO to be reimaged.
- When returned, the new user will have to be stepped through the procedures we've discussed today.

We're (INDOT) not responsible for any applications issues outside those that occur using MobileIron or the FieldAssistant. Any other applications that are either preloaded or downloaded are outside the scope of our support efforts.

At this time, IOT is providing backup support for the deployment, but is otherwise not involved in the support process. All issues should come to the INDOT HighwayApps group.

# iPad Training

## Tips and Help

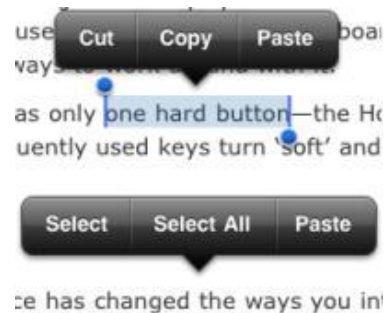
# iPad Training

- How to Close a Running App - the iPad doesn't need you to close a running app for every instance, but in some cases you may want to close the app to save on the battery life.
  1. Click your iPad's Home button to minimize the app if it's running.
  2. Double-click the Home button to see a row of running apps at the bottom of the screen.
  3. Touch and hold any icon until the icons start wiggling, then tap the minus sign on the icon of the running app to close it.
  4. Double-click the Home button again to hide the row.

# iPad Training

## How to Cut, Copy and Paste

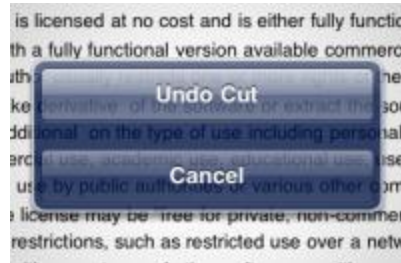
- Double tap to select a word or tap once with two fingers to select a paragraph.
- Drag the handles to adjust the area if needed, then select Cut or Copy.
- Tap an insert point then tap the cursor, or more directly, touch and hold an insert point.
- Select Paste.



# iPad Training

## How to undo typing – Shake your iPad

- By shaking your iPad you can perform a few tasks, however great care should be taken when shaking the device.
- If you have just typed in a message and decided that you wish to delete the text, just shake your iPad. A pop-up message will appear asking if you would like to Undo Typing, or Cancel.



- If you Paste a piece of text or an image and want to undo it then just shake your iPad. A pop-up message will appear asking if you would like to Undo Paste, or Cancel.

# iPad Training

## About the Cellular Data setting

- Cellular data is used for data communication in cellular networks and does not affect your ability to make or receive phone calls or to use Wi-Fi networks for Internet connectivity.
- You can adjust this setting by going to:

iPad: **Settings > Cellular**



# iPad Training

Access the Wi-Fi setting on your iPad.

From the home screen, tap the Settings icon and then Wi-Fi.

- Enable Wi-Fi. Use the slider to turn Wi-Fi on. Wait for the available networks to appear below.
- Choose a network with which to connect. Wi-Fi is enabled. You can choose a network on this screen to connect to whenever you want to get online and there's a network in range. You might need to enter a code or security key if the network is secured. Just tap the network to connect.
- You may need to Accept a splash screen for free WiFi.



# iPad Training

Choose your connection Example for IOT SOI Wireless Access Points

Wireless Network Name: **S0i55!D4WireL3S5**  
Security: **WPA2-Enterprise**

You will see it try to connect and then it will show a check box.



# iPad Training

Choose your connection Example for IOT SOI Wireless Access Points

- You'll need to key in your **network password** and accept a new device profile the first time you connect
- This connection requires that you be part of the appropriate network group, if you can't connect contact your security coordinator and request access to the SOI Wireless group.

You will see it try to connect and then it will show a check box when the connection has been established.

# iPad Training

More help documents are found at

- <http://www.in.gov/indot/div/mobile/>
- [iPad User Guide](#)
- [How to Connect to the State Public WiFi](#)
- To charge plug into the wall.

# iPad Training

Any Questions?

If you need any help don't hesitate to call the IOT helpdesk to put in a ticket from a state PC.



317-234-HELP (4357)  
Or 800-382-1095